

MINUTES

UPTON LIBRARY FEASIBILITY COMMITTEE

March 24, 2015, 6:00 P.M.

Town Hall, Room G7, Ground Floor Conference Room

In attendance:

Michelle Goodwin, Chairman; William Taylor, Vice-Chairman;
Fran Gustman, Secretary; Linda Arthur; Steven Rakitin; Alan Leslie Rosenfield,
Esq.; John Robertson, Jr., Chair, Upton Library Trustees;
Matthew Bachtold, Library Director and Adjunct Member; Janice Nowicki,
Director CoA

1. Call Meeting to Order / Review the Meeting Agenda. The meeting was called to order at 6:00 pm.
2. Approve Minutes of 03 March 2015 meeting. Motion to approve Minutes as amended was seconded and passed unanimously. The Space Needs chart will be attached. The Minutes will be sent to Kelly for posting on the town website.

3. OPM Update

3.1. Timeline status review. Michelle reviewed her "Next Steps" chart. There are six site options: renovating the existing building, renovating the existing building as a library-CoA, renovating another existing bldg for a library, renovating another existing bldg as a library-CoA, constructing a new library, and building a new library-CoA.

3.2. Review of draft RFQ for designer. The title of the draft was changed from RFS(ervices) to RFQ(ualifications), as RFQ means the fee will not be negotiated until after selection. The basic RFQ form was provided by from our OPM, Vertex. The goal is to have it approved by the Trustees on April 6.

Michelle explained that the designer's engineers, as well as Vertex, will help us evaluate the sites.

Michelle will discuss suggestions for the RFQ with Vertex. One issue is how many sites the architect will evaluate, keeping in mind that more evaluations cost more money (evaluations involve boring to determine toxic materials, ledge; etc.); Matthew thinks the Feas Comm can winnow the possibilities down to three sites before hiring the architect. Also, the possibility of a joint library-CoA must be added. Steve pointed out that some legal citations and requirements seem out-dated. Michelle pointed out that Vertex is responsible for knowing the current guidelines and incorporating them and will discuss. Other questions are to be sent to Michelle before the next meeting.

4. Audience Participation. None.

5. Other topics not reasonably anticipated by the Chairman 48 hours in advance. Matthew requested that we meet prior to the scheduled meeting of March 31 to discuss the current draft of the Building Program, allowing him time for rewriting.

6. Future Meeting Date(s). Saturday, March 28, noon, Town Hall, Room G7, Ground Floor Conference Room, to discuss the draft of the Building Program.

Tuesday, March 31, 2015, 6:00 pm, Town Hall, Room G7, Ground Floor Conference Room, to discuss the draft of the Building Program. At 7:15 pm, the Vertex representative will arrive. The Town Manager will attend.

7. Adjournment. Motion to adjourn was seconded and passed unanimously at 7:36 pm.

Tasks:

Send Matthew feedback on the Building Program draft by Thursday night, March 26.

Send Michelle other questions on the Designer RFQ for Vertex before March 31.

Submitted by Fran Gustman, Secretary
March 24, 2015